



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

MEMORANDUM TO: Project Engineers
Project Design Engineers

FROM: G. R. Perfetti, P. E.
State Bridge Design Engineer

DATE: October 18, 2004

SUBJECT: FHWA OVERSIGHT SUBMITTAL POLICY

As an update to current policy, bridge plans shall be submitted for FHWA review in accordance with the following guidelines:

- For all interstate projects, submit both the Preliminary General Drawings with a typical section, and the Final Plans for review.
- For non-interstate projects on the NHS, submit only the Preliminary General Drawings with a typical section. Do not submit final plans for these projects unless specifically requested to do so by the Division Bridge Engineer, FHWA.
- For all other projects, do not submit bridge plans unless specifically requested by the Division Bridge Engineer, FHWA.
- With all submittals, include half-size copies of the structure recommendations, the roadway plan sheet with/showing the bridge alignment information, the roadway profile sheet with the bridge grade data, Project Commitments sheets (Green Sheets) if available, and a copy of the Hydraulic Report for stream crossings.

Generally the Division Bridge Engineer, FHWA will return comments within two weeks of receipt of the preliminary plans, and within four weeks of the final plans. Respond to FHWA comments within one week of receipt of comments. This response time may be extended to two weeks for Private Engineering Firm projects. For determination of submittals refer to the NHS map, which is available through the Structure Design home page.

Finally, do not include the Division Bridge Engineer, FHWA on the revision letter "carbon copy" list unless the revision is made to plans that required final plan submittal for FHWA review.

GRP/GM

cc: R. V. Keith, P. E.
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